



# City of Bulverde

Phone: (830) 438-3612

30360 Cougar Bend

Fax: (830) 438-4339

Bulverde, Texas 78163

## Commercial Building Permit Application

Building Permit Number:	_____	Valuation:	_____
Project Name:	_____	Square Foot:	_____
Project Address:	_____		
Project Description:	New <input type="checkbox"/> Addition <input type="checkbox"/> Remodel <input type="checkbox"/> Finishout <input type="checkbox"/>		
	Plumbing <input type="checkbox"/> Mechanical <input type="checkbox"/> Electrical <input type="checkbox"/> Other <input type="checkbox"/>		
Scope of Work:	_____		

Owner Information:			
Name: _____		Contact Person: _____	
Address: _____			
Phone Number: _____		Fax Number: _____	
		Mobile Number: _____	

Engineer	Contact Person	Phone Number	Fax Number
Architect	Contact Person	Phone Number	Fax Number
General Contractor	Contact Person	Phone Number	Contractor License Number
Mechanical Contractor	Contact Person	Phone Number	Contractor License Number
Electrical Contractor	Contact Person	Phone Number	Contractor License Number
Plumbing Contractor	Contact Person	Phone Number	Contractor License Number

A permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced. All permits require final inspection.

***A certificate of occupancy must be issued before any building is occupied.***

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

### OFFICE USE ONLY:

Approved by:	_____	Date approved:	_____
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Building Permit Fee: \_\_\_\_\_  
Plan Review Fee: \_\_\_\_\_  
Electrical Permit Fee: \_\_\_\_\_  
Mechanical Permit Fee: \_\_\_\_\_  
Plumbing Permit Fee: \_\_\_\_\_

Permit Fees: \_\_\_\_\_  
Issued Date: \_\_\_\_\_  
Issued By: \_\_\_\_\_

BV Project # \_\_\_\_\_

# CITY OF BULVERDE, TEXAS

30360 Cougar Bend, Bulverde, TX 78163  
(830) 438-3612 or (830) 980-8832, Fax (830) 438-4339

## Permit Application Requirements:

1. **Two (2) copies of a formal, scaled plot plan** of the property showing all easements and dimensions to property lines.
2. **Two (2) copies of the complete plans of the project**, including framing and roof plan. (The Building Official is authorized to waive the submission of construction documents and other data to be prepared by a registered design professional if it is found that the **documents** submitted clearly show that the proposed project complies with the **"2015 International Building Codes"**.)
3. **Two (2) copies of the engineered foundation plans**, to include: both the cable details and the beam **details must show the engineers seal, date, signature and location of the project. A form survey will need to be at the job site.**
4. **An Energy Letter needs to be submitted available at [www.energycodes.gov](http://www.energycodes.gov)**
5. **Original and one copy of the permit application** and contractor/subcontractor information.
6. **One copy (1) of each of the above will be returned to the builder and must be retained at the job site and available for all inspections.**
7. **A driveway permit must be obtained from the City of Bulverde in conjunction with a Commercial Building permit (excluding gated communities and finish-outs). In addition, driveway must be completed prior to the final inspection. Failure to comply will cause a delay in the activation of permanent utility services. (\$50.00 application fee \$500.00 refundable deposit after final inspection).**
8. **ALL COMMERCIAL PLANS MUST HAVE A TREE PLOT PLAN SUBMITTED WITH THIS PERMIT APPLICATION (IF TREES ARE BEING REMOVED)!!!**

### Notes:

1. Applicant **must call The City of Bulverde to request an inspection or re-inspection** (A \$40.00 per trade re-inspection fee must be paid prior to scheduling any re-inspections)
2. **No** construction or project may begin before permit is obtained.
3. **No** work may be **concealed** prior to written authorization by the City Inspector. Any work begun **prior** to obtaining a **Residential Building Permit (will be subject to fines of not less than \$1.00 no more than \$500.00 daily). Each day's violation shall constitute a separate offense.**
4. A septic system permit **must be obtained from Comal County.** A copy must be retained on site with the building permit and one turned into the City of Bulverde prior to the final inspection.
5. No structure (**including wells**) may be built within the property setback.

## FLOODPLAIN DEVELOPMENT PERMIT APPLICATION

### Section 1: General Provisions **(APPLICANT to read and sign):**

1. **No work of any kind may start until a permit is issued.**
2. **The permit may be revoked if any false statements are made herein.**
3. **If revoked, all work must cease until permit is re-issued**
4. **Development shall not be used or occupied until a Certificate of compliance is issued.**
5. **The permit will expire if no work is commenced within six months of issuance.**
6. **Applicant is hereby informed that other permits may be required to fulfill local, state and federal regulatory requirements.**
7. **Applicant hereby gives consent to the City administrator or his/her representative to make reasonable inspections required to verify compliance.**

THE APPLICANT CERTIFIES THAT ALL STATEMENTS HEREIN AND ATTACHMENTS TO THIS APPLICATION ARE TO THE BEST OF MY KNOWLEDGE TRUE AND ACCURATE.

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**DESCRIPTION OF WORK TO BE COMPLETED: (Must Check all applicable boxes):**

**A. STRUCTURAL DEVELOPMENT**

**ACTIVITY**

- ☐ New Structure
- ☐ Addition
- ☐ Alteration
- ☐ Relocation
- ☐ Demolition
- ☐ Replacement

**STRUCTURE TYPE**

- ☐ Residential (1-4 Family)
- ☐ Residential (More than 4 Family)
- ☐ Non-residential (Flood proofing? ☐ Yes)
- ☐ Combined Use (Residential & Commercial)
- ☐ Manufactured (Mobile Home in Manufactured Home Park? ☐ Yes)

**B. OTHER DEVELOPMENT ACTIVITIES**

- ☐ Clearing ☐ Fill ☐ Mining ☐ Drilling ☐ Grading
- ☐ Excavation (Except for Structural Development Checked Above)
- ☐ Watercourse Alteration (Including Dredging and Channel Modifications)
- ☐ Drainage Improvements (Including Culvert Work)
- ☐ Road, Street or Bridge Construction
- ☐ Subdivision (New or Expansion)
- ☐ Individual Water or Sewer System
- ☐ Other (Please Specify) \_\_\_\_\_

**THIS PORTION TO BE COMPLETED BY THE CITY OF BULVERDE**

**SECTION 3: Floodplain Determination**

1. The proposed development is located on FIRM Panel No. \_\_\_\_\_, Dated \_\_\_\_\_
2. The Proposed Development:
  - ☐ ***Is NOT*** located in a Special Flood Hazard Area (Notify the applicant that the application review is complete and (NO FLOODPLAIN DEVELOPMENT PERMIT IS REQUIRED).
  - ☐ ***Is partially*** located in the SFHA, but building/development is ***not***.  
**\*\*\*In this event, the owner/contractor must provide a building elevation certificate obtained only from a certified Land Surveyor, engineer, or architect authorized by law to certify elevation information.**
  - ☐ ***Is located*** in a ***Special Flood Hazard Area*** - FIRM zone designation is \_\_\_\_\_  
"100-Year" flood elevation at the site is: \_\_\_\_\_ ft. NGVD (MSL) ☐ Unavailable  
**\*\*\*In this event, the owner/contractor must provide a building elevation certificate obtained only from a certified Land Surveyor, engineer, or architect authorized by law to certify elevation information.**
  - ☐ ***Is located in the floodway.*** - FBFM Panel No. \_\_\_\_\_ Dated: \_\_\_\_\_  
(If different from the FIRM panel and date)
  - ☐ See Section 4 for additional instructions.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_